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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: January 26, 2009

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The following is a summary of actions recommended by the SCHR at its January 20, 2009 meeting:

1. To approve the Bridge Maintenance Section's request to establish the following positions:
 - Engineer 5 DOTD (TS 315) to manage DOTD's Marine and Ferry Operations
 - Engineer 5 DOTD (TS 315) to manage the Section's Electrical and Mechanical Engineering Units
 - Administrative Program Specialist-A (AS 613) to provide administrative support in the areas of inventory control, purchasing, and fiscal/records management. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
2. To approve the Baton Rouge District's request for a 5% lump sum payment for Jody Richard, Highway Foreman 1 (WS 215), based upon temporary duties performed in the absence of a Parish Highway Maintenance Superintendent (WS 217) from June 22, 2008 until November 7, 2008. The SCHR further recommended requesting an additional 5.5% lump sum payment from the Civil Service Commission.
3. To approve the Human Resources Section's request to establish a new HR Specialist (AS 617) to manage the agency-wide Succession Planning and DOTD HR Training Programs. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
4. To require appeals of SCHR decisions to be submitted up through the appropriate chain of command and then to be submitted to HQ HR. Upon review, HR will determine if any new information is presented that could affect the original decision. If such is the case, HR will prepare the request for re-consideration at the next available SCHR meeting.

RECOMMENDED FOR APPROVAL _____ DATE _____

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APPROVED _____ DATE _____

5. To amend PPM #55, Performance Planning & Review Procedures, to clarify changes as a result of the Department's use of the new PPR form and revised PPR completion date (August 31).

The SCHR members were updated on the status of Employee Retention Plan actions. Additionally, HR provided information on the job study process and will present updates on all job study requests at the February SCHR that have been approved at the Assistant Secretary level. At that time, HR will request that the SCHR review and prioritize the requests as necessary. Finally, further discussions about Engineering Technician 5 allocation criteria were postponed until revised allocation criteria are developed with HQ HR, Civil Service, and the Office of Operations. Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment